

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**PAROLE/PROBATION OFFICER**

**JOB DESCRIPTION**

Employees in this job function as professional representatives of the Department of Corrections in the parole, probation, and community residential programs for probationers, parolees, and/or prisoners (offenders) of the state's penal institutions.

There are four classifications in this job.

**Position Code Title – Parole/Probation Officer-E**

Parole/Probation Officer 9

This is the entry level. As a trainee, the employee carries out a range of professional parole/probation officer assignments while learning the methods of the work.

Parole/Probation Officer 10

This is the intermediate level. The employee performs an expanding range of professional parole/probation officer assignments in a developing capacity.

Parole/Probation Officer P11

This is the experienced level. The employee performs a full range of professional parole/probation officer assignments in a full functioning capacity. Considerable independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Title – Parole/Probation Officer-A**

Parole/Probation Officer 12

This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Supervises and monitors the activities of and counsels offenders placed on parole or probation; maintains responsibility for their legal custody.

Conducts pre-parole investigations to ascertain that parolees reside in suitable social and economic environments.

Interviews offenders and their families, law enforcement agencies, employers, social agencies, and others, and identifies personal and social problems they might encounter.

Acquaints offenders with department rules and regulations, conditions attached to parole probation, and/or Community Resident Programs and the availability of counseling and other services.

Investigates and prepares pre-sentencing reports of persons charged of felonies prior to court sentencing; interviews the offenders, families, victims, employers, associates, educators, and clergy; prepares a social history; and evaluates offenders' personalities in order to make recommendations for sentencing disposition and treatment plans.

Maintains case records, prepares reports, and conducts correspondence related to assignments.

Identifies offenders' needs for drug or alcohol abuse counseling, academic or vocational training, or other program participation and prepares individualized plans for implementation.

Visits offenders' homes, police, social agencies, places of employment, neighbors, and associates to observe and evaluate their adjustment and conformance with rules and regulations.

Evaluates and prepares reports of offenders' behavior relative to community adjustment.

Establishes and maintains close working relationships with circuit court personnel, judges, local police personnel, social service personnel, and others in the community; interprets department policies, regulations and procedures.

Testifies at administrative and judicial hearings regarding the behaviors and social adjustments of offenders.

## **PAROLE/PROBATION OFFICER**

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Investigates parole/probation violations, documents findings, and recommends disposition to the parole board, court officials, or other officials involved in the parole and probation revocation, or inmate classification process.

Prepares parole eligibility reports.

Speaks before groups regarding the Department of Corrections processes.

Establishes parameters within which users of the Electronic Monitoring System must comply; investigates possible violations of program criteria; and responds to problems associated with equipment.

Determines ability to pay court and/or Department ordered obligations for offender programs and collects moneys from offenders and reports deficiencies of offenders.

Collects urine samples for drug screening.

Develops community service work opportunities; refers offenders for community service work and records compliance.

Installs electronic monitoring system equipment on offenders, monitors for curfew compliance, investigates and takes appropriate action where violations occur.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Parole/Probation Officer 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Parole/Probation Officer 12 (Senior Worker)**

Performs, on a regular basis, professional parole/probation officer assignments, which have been recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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Knowledge of the social sciences underlying adult parole and probation work, such as psychology, criminology, and sociology.

Knowledge of social attitudes.

Knowledge of interviewing techniques.

Knowledge of behavioral problems, mental illnesses, and minority group problems.

Knowledge of psycho-sociological factors in the committing of crime.

Knowledge of the psychological effects of incarceration.

Knowledge of parole/probation laws pertaining to adults and departmental policies relating to the work.

Knowledge of community organizations and resources.

Ability to conduct investigations, evaluate findings, and prepare reports.

Ability to testify in administrative and judicial hearings.

Ability to recognize pathological behavior.

Ability to formulate plans of social and economic rehabilitation specific to individual's needs.

Ability to work under stress and in hazardous situations.

Ability to obtain the cooperation of parolees, probationers, their relatives, employers, and private and public agencies.

Ability to make critical observations while under stressful circumstances.

Ability to operate a motor vehicle.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Parole/Probation Officer 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

The employee is assigned to a specific area of the state.

Employees may be subject to call at all hours.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work situations.

Some jobs require travel.

Some jobs require direct contact with prisoners and patients.

**Physical Requirements**

The job duties require an employee to work under stressful conditions.

**Education**

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, education psychology, family relations, or theology.

**Experience**

**Parole/Probation Officer 9**

No specific type or amount is required.

**Parole/Probation Officer 10**

One year of professional experience as a parole/probation officer working with adult offenders, equivalent to a parole/probation officer in state service.

**Parole/Probation Officer P11**

Two years of professional experience as a parole/probation officer working with adult offenders, equivalent to a parole/probation officer in state service, including one year equivalent to a Parole/Probation Officer 10.

**Parole/Probation Officer 12**

Three years of professional experience as a parole/probation officer working with adult offenders, including one year of experience equivalent to a Parole/Probation Officer P11.

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**Alternate Education and Experience**

**Parole/Probation Officer 9**

Any bachelor's degree and one year of Department of Corrections experience that involves direct supervision of Department of Corrections' prisoners.

**Special Requirements, Licenses, and Certifications**

Possession of a valid driver's license and the availability of an automobile for business.

Possession of a telephone listed in the name of the employee.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

PARPROOFR

**Job Code Description**

Parole/Probation Officer

**Position Title**

Parole/Probation Officer-E  
Parole/Probation Officer-A

**Position Code**

PARPOFRE  
PARPOFRA

**Pay Schedule**

W22-012  
W22-060

ECP Group 2  
Revised 03/01/2002  
PAP/VLWT/MBK/KM/JBS/JMR